

ACCOUNTING TECHNICIAN

DEFINITION:

Under general supervision, performs technical and highly detailed work in support of the accounting and payroll functions; operates computerized system to accomplish assigned duties; performs related work as required.

CLASS CHARACTERISTICS:

Successful performance in this class requires well-developed accounting technical skills in addition to knowledge of the payroll and insurance specialty areas. These technical experiences are the required characteristics that distinguish this class from the other accounting office support classes. In addition, this classification is required to perform work of a confidential nature, including research, analysis, and preparation of reports in support of the labor relations function. Therefore, this classification is included under the confidential category of the Management, Professional and Confidential Employees resolution.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Prepare manual and computer generated payroll checks from information submitted from each department including base wages and required additional pay.
2. Maintain records for employee payroll deductions and prepare reports and payments to various taxing, and financial organizations.
3. Maintain employee leave records and prepare reports as required.
4. Compile and prepare a variety of periodic and special reports relating to the personnel and payroll functions.
5. Distribute receivables and payables to various accounts.
6. Input payroll and other data into the computer system.
7. Print journals, prepare a trial balance.
8. Analyze and reconcile a variety of journals, accounts, reports and records.
9. Arrange for the printing and distribution of periodic and special reports and records.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS (Continued):

10. May provide training and assistance to other accounting office support staff.
11. Provide custom reports for billing, claim or budget purposes.
12. Analyze various bargaining unit contracts to ensure payroll compliance with resolution and state and federal regulations.
13. May be assigned to calculate all full-time and part-time salaries and benefits costs for budget purposes.
14. Develop reports and other materials for use by City management during negotiations and other interactions with bargaining units.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform a variety of office support duties such as maintaining files, typing checks and correspondence, processing mail, separating checks, assisting with cashiering functions, and other job related functions as required.

QUALIFICATIONS:**Knowledge of:**

1. Bookkeeping and general and municipal accounting principles and procedures.
2. Record keeping requirements and rules and regulations related to the employee payroll process.
3. Personnel and payroll reporting requirements of various state and federal agencies and insurance and financial firms.
4. Standard office practices and procedures, including filing and the operation of standard office equipment.
5. Basic business data processing principles as applied to financial record keeping.

Skill in:

1. Interpreting and applying complex policies and procedures to bookkeeping and financial record keeping activities.
2. Compiling and reconciling numerical and statistical data.
3. Processing varied payroll, receivables, payables, and other accounting and financial data efficiently and effectively.

Skill in (Continued):

Accounting Technician

4. Establishing and maintaining appropriate control records and files.
5. Maintaining, interpreting, verifying and reconciling accounting records and reports.
6. Making accurate and rapid mathematic calculations.
7. Inputting and retrieving data using a computer terminal and typing with sufficient speed and accuracy to complete forms and prepare correspondence.

Ability to:

1. Use initiative and sound independent judgment within established guidelines.
2. Develop and maintain effective working relationships with those contacted in the course of the work.
3. Prioritize work, coordinate several activities, and follow-up as required.

JOB REQUIREMENTS:

1. Equivalent to graduation from high school.
2. Three years of increasingly responsible experience in the preparation and maintenance of accounting, payroll or financial records.
3. Possession of a valid California Class C drivers license in accordance with adopted City driving standards.

OTHER QUALIFICATIONS:

1. Some college level accounting or bookkeeping course work is desired.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Reports, forms, pencils and pens
2. Binders and ledgers
3. Computer monitor, keyboard and printer
4. Copy machines
5. Fax machine
6. Binding machine
7. Hole punch
8. Calculator
9. Telephone
10. Check signing machine

MACHINES/TOOLS/EQUIPMENT UTILIZED (Continued):

11. Forms separating machine

Accounting Technician

12. Cash register
13. Automobile

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Driving
5. Manual dexterity
6. Lifting up to 25 lbs.
7. Carrying up to 10 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

1. Indoors: normal office conditions, 99% of the time
Travel: varying conditions, 1% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels